



Alan C. Lloyd, Ph.D.
Agency Secretary

Air Resources Board

Robert F. Sawyer, Ph.D., Chair
1001 I Street • P.O. Box 2815
Sacramento, California 95812 • www.arb.ca.gov



Arnold Schwarzenegger
Governor

TO: ARB Staff

FROM: Catherine Witherspoon /S/

DATE: January 6, 2006

SUBJECT: Public Speaking Skills

What skills do all staff members at the Air Resources Board need? Being able to speak and write well. Many people find public speaking to be the more challenging of these two abilities!

The Air Resources Board Toastmasters Club (the CARB-Orators) can help you develop basic and advanced public-speaking skills. Members can learn in a supportive group atmosphere to overcome the fear of public speaking and to speak confidently and comfortably in a variety of situations.

If you wish that your presentations were more polished or that your participation in meetings was more effective, this is an excellent opportunity to consider seriously.

I encourage you to take advantage of this training opportunity provided by the CARB-Orators at its weekly meetings. To assist those interested, the Air Resources Board, from its training budget, will pay for the Toastmasters International fees for the first twelve months of membership. New members progress through a series of ten speaking assignments designed to instill a basic foundation in public speaking. You'll learn the importance of sincerity in speaking, how to organize a presentation effectively, how to use body language and voice to convey your message, how to use effective word choice and props, how to speak persuasively, and how to inspire others. The CARB-Orators also offer an abbreviated eight-week program, Speechcraft, several times a year. You can also elect to take additional training from among 14 advanced programs that are geared to specific career needs including Public Relations, Discussion Leader, Technical Presentations, Speaking to Inform, and Interpersonal Communication.

If you have any questions and or would like to join the club, please contact Todd Sterling, President, at (916) 445-1034 or tsterlin@arb.ca.gov, William Dean, Vice President Education, at (916) 323-1532 or wdean@arb.ca.gov, or Dar Mims, Vice President Membership, at (916) 322-7454 or dmims@arb.ca.gov.

The energy challenge facing California is real. Every Californian needs to take immediate action to reduce energy consumption. For a list of simple ways you can reduce demand and cut your energy costs, see our website: <http://www.arb.ca.gov>.

California Environmental Protection Agency